

# APPROVED

May 20, 2003

Michigan State  
Administrative Board

Lansing, Michigan

May 6, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, May 6, 2003, at 11:00 a.m.

Present: Steven Liedel, Deputy Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor  
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General  
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

Others Present:

Deborah Devine, Ronald Farnum, Department of Attorney General; Wes VanMalsen, Department of Career Development; Dennis Fox, Lt. Governor's Office; James Burris, Janet Rouse, Department of Management and Budget; Jack Benac, Connie Hanrahan, Jean Ingersoll, Randy Knapp, Pam Lavender, John Reincke, Department of Transportation; Joseph Fielek, Department of Treasury; Jim Bliss, Dickinson, Wright PLLC;

1. CALL TO ORDER:

Mr. Liedel called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the meeting of April 15, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Mr. Liedel accepted the correspondence from Joseph Fielek regarding the Continuing Disclosure Pursuant to Securities and Exchange Commission Rule 15c2-12.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Caseville Township, 4/4/2003  
City of East Grand Rapids, 3/24/2003  
Ferris State University, 3/12/2003

Retention and Disposal Schedule (s):

Department of Transportation  
Attorney General Transportation Division, 2/5/03  
Director's Office, 2/5/03  
Freight Services Division, 2/5/03

Ms. Leffler moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Mr. Pavona and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports covering the regular meeting held April 29, 2003 and the special meeting held May 6, 2003. After presentation and review of the forgoing Committee Reports, Ms. MacDowell moved that the regular Finance and Claims Committee Report of April 29, 2003 and the special Finance and Claims Committee Report of May 6, 2003 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held April 30, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of April 30, 2003 be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Reports for the regular meeting of April 30, 2003 and the special meeting of May 6, 2003. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held April 30, 2003 be approved and adopted with the withdrawal of Item 97 at the State Administrative Board meeting of May 6, 2003, and the Transportation and Natural Resources Committee Report covering the special meeting held May 6, 2003 be approved and adopted. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Liedel adjourned the meeting.

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SECRETARY

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CHAIRPERSON